



Visitor Service Assistant

UWM Center of Community Based Learning- Workstudy Position Announcement

Organizational Mission: Our mission is to bring out the limitless potential in young leaders through extraordinary experiences and nurturing relationships.

Position Mission: Greets visitors and provides a warm and welcoming environment.

REPORTING AND RELATIONSHIPS

The Visitor Service Assistant reports to the Director of Teen and Community Programs.

POSITION AVAILABILITY

The Visitor Service Assistant provides support on Fridays 4:00-7:00pm and Saturdays from 9:00-3:00pm

BASIC FUNCTION AND RESPONSIBILITY

Greet visitors and deliver a friendly and welcoming environment.

Conduct Covid-19 safety guidelines during participation and visitor check-ins.

Address visitor and participation questions and needs and field them accordingly.

Create and maintain a Community Resource Guide for families with updated and relevant resources offered in the community.

Support in data entry: including attendance, participation notes and other program observations.

Lock up the building by following closing procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Key competencies: Self Management, Teamwork, Empathy, and Initiative

Belief that with the right support and access to quality programs and experiences, all young people are able to achieve at the highest level imaginable.

High energy and endurance to consistently provide a positive experience to participants over the length of programming. Ability to relate to children and teens, understanding different needs and motivations.

Demonstrate a growth mindset; willing to accept feedback and continuously grow in the role.

Bilingual (English & Spanish) speaker highly preferred but not required.

EDUCATION AND EXPERIENCE

18 years of age or older

Comfort working with diverse populations and as a member of a diverse multidisciplinary team.

Compensation: \$10/ hour

Additional Comments:

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made in appropriate circumstances to enable qualified individuals with disabilities to perform the essential functions of this job.